

EXHIBIT A

rev 5/17/2012

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The Consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

The Consultant shall:

- Consult Tobin Maps, field rolls, preliminary plans, and assessment records to determine current parcel owner(s) for each parcel
- Research conveyance records and locate and copy deed of acquisition of current owner(s) for each parcel
- Verify from property description that correct, current ownership deed has been located for each parcel
- Make note of book, page, and entry/item/document number, document date and date of recordation for each parcel

- For each parcel make note of the following:
 - Vendee's name(s)
 - Ownership interest
 - Gender
 - Whether ownership is separate or in community
 - Marital status
 - Spouse's name if married
 - Name(s) of former spouse(s)
 - Domiciliary address
 - Mailing address
 - Social Security Number
 - Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted or leases, including mineral leases, affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Search conveyance records for all acts involving the present owner(s) and each predecessor in title for a time period covering the lesser of three(3) valid transfers or thirty (30) years
 - Should three (3) transfers not date back eleven (11) years abstractor must search as many valid transfers as necessary to complete an eleven (11) year search for each parcel
- Make a copy of and include applicable plat(s) or map(s)
- Search tax rolls to verify that taxes have been paid for last three (3) years. All assessment information is to be copied verbatim from assessment rolls
- Compile title research reports with extracted information beginning with the current owner(s) and then proceeding back the required number of transactions using DOTD's provided forms and format
- Include in each title research report dated signature of the person who performed the research and prepared the report
- Submit title research reports in triplicate original
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research services

III. TITLE RESEARCH REPORT UPDATE SERVICES

The Consultant shall:

- Beginning with the last conveyance listed in the original title research report go forward with a search of all conveyances from that date to the present date
- Make note of book, page, and entry/item/document number, document date and date of recordation for each new transaction for each parcel
- For each parcel make note of the following:
 - Vendee's name(s)

- Ownership interest
- Gender
- Whether ownership is separate or in community
- Marital Status
- Spouse's name if married
- Names of former spouse(s)
- Domiciliary address
- Mailing address
- Social Security number
- Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted or leases, including mineral leases, affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Make a copy of and include applicable plat(s) or map(s)
- Search tax rolls to verify that taxes have been paid for the last three (3) years. All assessment information is to be copied verbatim from the assessment rolls
- Compile title research report update with extracted information beginning with the last owner listed in the original title research report
- For the current/updated owner provide the following:
 - Owner's full name
 - Ownership interest
 - Gender
 - Whether ownership is separate or in community
 - Marital status
 - Spouse's name if married
 - Names of former spouses
 - Domiciliary address
 - Mailing address
 - Social Security number
- Include in each title research report dated signature of the person who performed the research and prepared the report
- Submit updated title research reports in triplicate original
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research update services

IV. APPRAISAL SERVICES

Appraisal Services is not part of this contract.

V. APPRAISAL REVIEW SERVICES

Appraisal Review Services is not part of this contract.

VI. CONSTRUCTION COST SERVICES

Construction Cost Services is not part of this contract.

VII. BUSINESS VALUATION SERVICES

Business Valuation Services is not part of this contract.

VIII. FORESTER SERVICES

Forester Services is not part of this contract.

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services is not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral Specialist Services is not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

Right of Way Staking Services is not part of this contract.

XII. ACQUISITION SERVICES

Acquisition Services is not part of this contract.

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services is not part of this contract.

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services is not part of this contract.

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services is not part of this contract.

XVI. PROJECT PRODUCTION SUPPORT SERVICES

Project Production Support Services is not part of this contract.

XVII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating for Planning and Budgeting Services is not part of this contract.